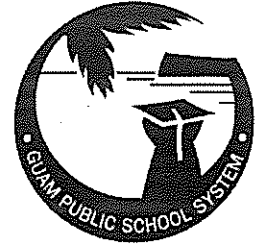




**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0495 thru 475-0498
Fax: (671) 477-0698



LUIS S.N. REYES
Superintendent of Education

RAMON T. LIZAMA
Administrator

April 23, 2007

An Equal Opportunity Employer

**ANNOUNCEMENT
~CONTINUOUS~**

The **Guam Public School System** wishes to announce **OPEN COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

SOCIAL WORKER III (3.075)

SALARY: Pay Grade M
Open: Step 1-10, \$28,678.00-\$43,018.00 Per Annum
Prom: Step 1-20, \$28,678.00-\$60,681.00 Per Annum

DUTY: Twelve (12) months

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three (3) years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or
- (B) Two (2) years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social work; or
- (C) One (1) year of professional social work experience and graduation from a recognized college or university with a Master's degree in social work; or
- (D) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is complex professional social casework involving casework, diagnosis, and intensive treatment of clients and conducting life study consultations with agencies and institutions.

Employees in this class perform the full range of complex professional social work duties, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)* Provides casework supervision to subordinate social workers on cases that are complex in nature and cases requiring further services or information; provides subordinate social workers with guidance relative to program policies and procedures; monitors social worker's daily performance; reviews social worker's daily, weekly, and quarterly reports. Assists in the planning and coordination of program activities. Assists in planning, scheduling, and conducting case conferences with other disciplines for treatment planning and evaluation of patients. Determines medical social services eligibility on new admissions; determines parents share in the purchase of medical services and corrective appliances. Interviews clients to assess client's social situation; identifies psychosocial problems that would interfere with treatment plan; provides supportive counseling to clients and families; assists them in understanding client's physical and/or mental disability; encourages and motivates patient and family to actively participate and cooperate in treatment plan. Conducts home visits for follow-ups or home assessment to ensure client's treatment plan will be successful. Coordinates with other agencies and organizations in the provision of services for clients or family. Attends court hearings in the interest of clients, or as requested. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of social casework theories, principles and practices.

Ability to understand the dynamics of individuals and group behavior.

Ability to apply and interpret rules and regulations, and procedures pertaining to social work.

Ability to develop and implement individual treatment plans with flexibility and independence.

Ability to utilize relevant personality theory, casework method, and consultation in social work practice.

Ability to interpret programs to other staff, disciplines, and community agencies.

Ability to analyze information and to make work decisions based on this information.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card
(not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employees must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday, except holidays.

APPLICATION SUBMISSION:


Interested applicants must submit an "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division